

Cleary-SEO Event

Government employees, particularly high-level officials like United States Attorneys, are subject to ethical restrictions governing the types of events they may attend. Some restrictions relate to benefits, including luncheons, dinners and tokens of appreciation, they may accept. Other restrictions relate, among other things, to participation in events that are sponsored by persons who do business with or lobby the Government; that have a fundraising component; where it may appear that official attendance is being used to promote the event or the sponsor; or where elected officials may be in attendance. To assist us in vetting compliance with government ethical restrictions, we would appreciate it if you could provide the following information. If you do not have specific information for each response, please provide such general or descriptive information as you currently have. Please do not hesitate to call me at (b)(6), (b)(7)c or e-mail me at (b)(6), (b)(7)c to discuss this.

- Name, date and time, and location of event.

June or July. Cleary. Cheaper to host here than going outside.

- Format of event (*e.g.*, cocktails; presentations; speeches; and/or meal).

Intro by Cleary; intro of speaker; speaker 30-40 mins; q&a if ok; closing remarks; reception follows: cocktails.

- Estimated cost per attendee of event.

No charge to anyone. ~\$80/person cost.

- Are any attendees being charged to attend the event? If so, who (in general) is being offered free attendance, and who is expected to pay?

- Name of entity extending the invitation and link to web site (if any).

SEO is a non-profit. Have a corp law intern program—accepted into l.s. but before they start first year, internship. Cleary a founding law firm with SEO of the corp law internship. Comparable fore finance industry, etc. Cleary is also considering becoming GC for SEO.

- Does the entity extending the invitation engage in lobbying?

Neither Cleary nor SEO

- Sponsor of event if different from above.

Cleary is the main sponsor. Doesn't cost SEO anything.

- Does the sponsor of the event engage in lobbying?

- Names of additional entities that will be recognized for sponsorship or support of the event.

- How many persons are expected to attend?

~500

- Demographics of expected attendees (*e.g.*, lawyers; law enforcement; business leaders; students; etc.)

~50 interns; dozen SEO admin; all community stakeholders (minority bar ass'ns, diversity directors, l.s. assistant deans); clients who work in diversity/inclusion matters; Cleary staff and lawyers are invited; speakers

- Are any elected officials expected to attend and, if so, what is their expected role?

~no

- Any fundraising component (*e.g.*, programs; dinner ticket price)

None whatsoever.

- Expected role of U.S. Attorney (*e.g.*, simple attendance; remarks; speech)

Keynote speaker

- Any special seating arrangements for U.S. Attorney (*e.g.*, dais, general seating—depending on the nature of the event, the U.S. Attorney may or may not be able to accept “dais” seating.)

- Promotion of the event: please provide a copy of or link to the invitation/promotional material for the event (or if not available, for the prior year's event).

-Largest or second-largest diversity event. Database of former attendees. Create electronic invite. Alert minority bars as well (duplicative). Not on Cleary's website. Usually reference who the keynote speaker is and photo.